

CODE OF CONDUCT for PARENTS and CARERS

September 2023

INTRODUCTION

The Code of Conduct reflects our commitment to working together to promote an ethical, respectful, just and responsible organisation. This Code enables us to carry out our respective roles and responsibilities in a way that promotes a better environment for ourselves and all other members of this preschool community and to support parents/carers and visitors to respond in a way that supports the safety, welfare and wellbeing of staff, children and families at all times.

This Code of Conduct is an important reference document that outlines behavioural expectations of all stakeholders of the preschool and is a tool to assist in developing and enhancing effective relationships.

As a parent/carer of a child attending this preschool you must be aware of and follow this Code of Conduct.

As parents / carers I/we will:

- Respect the rights, dignity and worth of every staff member, management committee member, child and family regardless of their gender, ability, cultural background or religion.
- Treat all people with courtesy, fairness and respect while at the preschool;
- Respect the philosophy and values of the preschool, and the expertise of educators and preschool staff as relates to the education of children;
- Maintain confidentiality and the rights of all individuals who use the preschool (parents and children) at all times, through your actions whilst in preschool and in the community;
- Advise the preschool of areas of potential conflict, such as parenting and family court orders in accordance with relevant laws.
- Communicate positively and appropriately with staff, other parents and children.

As parents / carers I/we will not:

- Discipline any child who is not our own child under any circumstances.
- Photograph or provide our perspective/comment on social media, OWNA App or other communication methods ie text or email, of other children and their involvement in daily activities of the preschool;
- Disclose the personal details of another enrolled child or their parent to another person without consent.
- Use abusive language or expletives, raise our voice, insult or engage in violent behaviour to anyone on the preschool grounds or at any preschool-related events.
- Intimidate, undermine, threaten, bully or harass other children, staff or parents
- Attend the preschool affected by illegal drugs or alcohol or consume them while at the preschool.
- Smoke at the preschool or surrounding areas.

Breaches to this Parent Code of Conduct

In order to provide a safe environment for staff, children, families and visitors, the Approved Provider reserves the right to take appropriate action if this Code of Conduct is breached in any way.

The consequences for breaches of this Code of Conduct may include the following:

- Warnings, either verbal or in writing
- Exclusion from the preschool for a period of time as set down by the Approved Provider.

- Permanent exclusion from the preschool.

Your child may still be able to attend the preschool, however, you must make arrangements for another authorised person to drop them off or collect them during any exclusion period of a parent/carer.

A meeting will be held with management to determine an appropriate course of action in order to move forward.

Making a Complaint

Alstonville Community Preschool has a Complaints Handling policy and procedure that details the way complaints are handled objectively to support the continuous improvement of our preschool.

Complaints can also be made directly to the Regulatory Authority at any time. Details are displayed prominently at the service entry.

Parent /Carer Contract

I have carefully read this Code of Conduct and accept responsibility for complying with it in all respects.

- I also agree that while attending the preschool I /we will conduct myself/ourselves in a manner, which ensures the safety, welfare and wellbeing of staff, children and families attending.
- I/we in supporting my child/ren(s) enrolment at Alstonville Community Preschool acknowledge that I have read and agree to comply with the above Parent/Carer Code of Conduct.
- I accept that breaches of the Code of Conduct will carry consequences as listed above.

Parent/carer name _____

Parent/carer signature _____

Date _____

Parent/carer name _____

Parent/carer signature _____

Date _____